



Administering Medication to Students

Policy

Parents/guardians have the primary responsibility for the administration of medication to their children. The administration of medication to students during regular school hours and during school related activities is discouraged unless necessary for the critical health and well being of the student. The administration of medication to students is subject to guidelines established by the school, in keeping with state agency recommendations (e.g., Illinois Department of Professional Regulation, Illinois Department of Public Health, and Illinois State Board of Education). **N.B. Under Illinois Nurse Practice Act, nurses must have an order from a licensed prescriber in order to administer any medication even Over-The-Counter Medications.]**

Procedures and Guidelines

1. **Medication Authorization Form**—School personnel shall not administer to any student, nor shall any student possess or consume *any prescription or non-prescription medication* except after filing a completed Medication Authorization information. This authorization and any subsequent changes in medication shall include:
 - Physician, dentist, or podiatrist's (licensed prescriber) written prescription with child's name, medication name and dosage, date of order.
 - Administration instructions (route, time or intervals, duration of prescription);
 - Intended effects and possible side effects; and
 - Parent/guardian written permission and phone number in case of emergency.

The School Nurse will review the written authorization and will consult with the parent/guardian, licensed prescriber, or pharmacist for additional information as necessary.
2. **Appropriate Containers**—Medication and refills are to be provided in containers which are:
 - Prescription-labeled by a pharmacy or licensed prescriber (to display Rx number, student name, medication, dosage, directions for administration, date and refill schedule, pharmacy label, name/initials of pharmacist, doctor's name.
 - Manufacturer-labeled for non-prescription over the counter (OTC) medication with the child's name and year of graduation affixed to the container.
3. **Administration**—Medication will be administered by the School Nurse, or School Administrators. For field trips and other off campus activities other certificate school personnel may volunteer to assist in medication administration and will be given instructions by the School Nurse. If no volunteer is available, the parent/guardian must make arrangements for administration of the medication. The School Nurse retains the discretion to deny requests for administration of medication.
4. **Self-Administration**—A student may self-medicate at school if so ordered by her physician. However the medication must be stored in the Health Clinic and a *completed Medication Authorization Form* must be on file. Daily documentation will be provided as below (#6.) for such health office supervised self-administration. For "as needed" medications such as those taken by students with Asthma, the physician *may also order* that the student carry the medication on her person. The order to carry the medication on the student's person also needs to part of the student's medical record.
5. **Stock Medication**—As a convenience for families and guardians, Acetaminophen (Tylenol) 325 mg, ibuprofen (Advil) 200mg, Benadryl 25mg, Midol, Tums and an EpiPen are kept in stock in the health clinic. **A completed Medication Authorization Form must be provided for their use.** In the absence of a completed **Medication Authorization Form**, families must give phone permission and have the doctor fax a medication order. Appropriate forms will have to be completed before any other doses will be given.
6. **Storage and Record Keeping**—Medication will be stored in a locked cabinet. Those requiring refrigeration will be in a secure area. Each dose will be recorded in the student's individual health record. In the event a dose is not administered, the reason shall be entered in the record. The parent may be notified if indicated.

*To assist in the safe monitoring of side effects and/or intended effects of the treatment with medication, faculty and staff may be informed regarding the medication plan. For long term medication, written feedback may be provided at appropriate intervals or as requested by the licensed prescriber and/or parent/guardian.
7. **Documentation, Changes, Renewals, and Other Responsibilities**—To facilitate needed documentation, physician orders, any changes in the orders, and parent permissions may be faxed (847-256-3726). It is the parent/guardian responsibility to assure that all physician orders and permissions are brought to school and refills provided when needed and to inform the school nurse of any significant changes in the student's health. Medication remaining at the end of the school year must be taken home or will be discarded. **All prescription medication orders must be renewed each school year. Over-the-counter (OTC) medication orders must be renewed yearly unless another expiration date (like Graduation) is specified by the physician.**